

HAMPTON GARDENS: ATTENDANCE POLICY: Coronavirus Addendum

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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

2. Guidance and definitions

This policy meets the requirements of the Department for Education’s (DfE’s) [guidance](#) on school attendance during the 2020/21 academic year and also reflects the latest advice from Peterborough Local Authority.

In section 4.2 of this addendum, where we refer to ‘close contact’, this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE’s [guidance on full reopening for schools](#) (see number 9 in ‘the system of controls’).

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3. Attendance expectations

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with section 4.2 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)4.2

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Student develops symptoms or lives with someone who does

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the student's test result is negative: the student will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the student lives with tests negative: the student will stop self-isolating and return to school.

4.2 Student or a 'close contact' of theirs receives a positive test result

The student's parent/carer must notify the school about the positive test result as soon as possible. If the result comes in within school hours, parents/carers should ring the absence line or school attendance officer. Out of hours, parents/carers should email the Hampton Academies Trust Positive Result email: PositiveTest@hamptonacademiestrust.org.uk This account is checked regularly by senior leaders in the Trust when the school is closed.

Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 14 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Student has to quarantine after travel abroad

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. Parents/carers must notify the

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school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The student must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to or a photocopy to the school.

The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school.

Any student who is within the Clinically Extremely Vulnerable group will have a risk assessment, completed by the SENDCo, to ensure that measures are in place to reduce the risk of transmission of the virus.

4.5 Remote learning provision

If a student is not attending school because of circumstances related to coronavirus, but where the student is not ill, the school will provide the student access to remote education.

The Department for Education has given schools clear instructions that should a class or year group be at home due to the kinds of scenarios considered in this letter, the school now has a responsibility to co-ordinate remote learning from the first day of disruption. Depending upon the length of time students are at home, this may initially take the form of work packs or independent work set on TEAMS. If the disruption were to go on beyond a couple of days, we envisage a range of approaches, which could include the following:

- Work packs and suggestions of active learning activities for our very **youngest primary children**. In addition, a small amount of age-appropriate digital input for our youngest children
- Work packs and some online lessons/ live activities/ access to online packages for our **older primary children**
- **For our secondary students**, a blend of set independent work, some live digital contact with teachers, work set via TEAMS/ and access to online packages for specific subjects, including those designed to support the preparation for GCSE, BTEC and A level assessments

Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy.

We will keep a record of, and monitor, student engagement with remote learning, but we will not track this information in the attendance register.

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent

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- Unable to attend due to 'exceptional circumstances' (as outlined in section 7 of our attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Students must arrive in school at their designated time slot on each school day.

At primary phase, the register for the first session will be taken at 08.55 and will be kept open until 09.30. The register for the second sessions will be taken as each year group returns from lunch and will be kept open for 15 minutes after their return from lunch.

At secondary phase, the register for the first session will be taken at 08.30 and will be kept open until 09.15. The register for the second session will be taken at 14.05 and will be kept open until 14.20.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by phone, in the first instance.
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange a phone call or video call between the parent/carer and a member of SLT to explain the protective measures in place to keep students safe. We believe that it is in the best interest of the student to be in school and will work with parents to achieve this. Whilst the student is not attending, we will ensure that we are in regular contact with that student and their parents.

6.1 Legal sanctions

From the start of the autumn term 2020, students have been expected to attend school and the usual rules on attendance apply. Schools have the ability to issue sanctions for unauthorised absence, including fixed penalty notices, in line with local authorities' codes of conduct.

The absence of students who are not attending because they or their parent/carer are concerned about coronavirus will be marked as unauthorised. However, it is unlikely that the school will issue sanctions for this absence.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time. At every review, it will be approved by the full governing board.

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Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year and have been broken down further by Bromcom.

If not covered here, our normal attendance codes apply.

Bromcom Code (DFE code)	Definition	Scenario
9 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
1 (I)	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
0 (I)	Illness	Pupil has to continue to self-isolate because they tested positive
7 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
7 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
7 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
8 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil required to self-isolate (for 14 days) because they are identified as a close contact of a positive case in school.
7 (X)	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield

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X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown
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